Corrective Action Manual – Good vs Bad Practices

Section	Good	Bad	Comments
Corrective Actions Dates	Date in Mexican format: number/letters/number	Any other date system, only numbers	Use only Mexican format
Row 5	Full name (first and last name)	No name, only initials	OK
Rows 7 to 9	Check the box; only 2 boxes allowed when audits specify the standard	No selection, selection of both internal and external finding	OK
Row 11	Check the box for the specific plant of the finding; select if the finding is minor or major	No data, selecting both major and minor	OK
Rows 13 to 19	Complete as much information as possible received from the customer; dates in number/letter/number format	No data; if it's a customer complaint, it must include customer name and model	OK
Rows 22 to 24	Problem description: be specific, concise, and direct; minimum 3 team members with full names	No data; problem description lacks defect/effect details, quantities where applicable, and impact on FIT, form, and function	OK
Rows 26 to 27	Specify containment action to prevent recurrence and define evidence deliverable	No data; containment not aligned with problem description; activity does not describe complaint, quality alert, and containment	OK
Rows 30 to 34	Specify at least one root cause analysis tool and attach file with tool and validation	No data; checks not aligned with templates in attachments; others lack tool name	OK
Rows 36 to 39	List validated root causes and select Yes or No for each question; if Yes, add corrective	No data; root cause unrelated to problem description; not	OK

	actions	aligned with tool templates or validation; similar findings lack data	
Rows 41 to 44	Specify corrective actions to eliminate/reduce root cause; include evidence deliverable, responsible person's full name, and dates in Mexican format	No data; actions not aligned with root cause; each root cause needs at least one action; dates not in Mexican format; responsible name incomplete; fewer than 2 actions; no activity for removal/integration of containment	OK
Page 2	Review of activities	—	—
Rows 1 to 4	Evidence images or attachments in response email	No data; not related to page 1 response; date not in Mexican format; missing full name	OK
Rows 7 to 10	Evidence images or attachments in response email	No data; not related to page 1 response; date not in Mexican format; missing full name	OK
Row 11	Date of last evidence delivery in number/letter/number format	No data	OK
Rows 13 to 16	Evidence images, verifier's full name, date in Mexican format; select Yes or No	No data; not related to page 2 response; date not in Mexican format; missing full name; result must be Yes or No with name and date	OK
Row 18	If result is Yes, include N/A	No data	OK
Rows 20 to 23	Evidence images, verifier's full name, date in Mexican format; select Yes or No	No data; not related to previous response; date not in Mexican format; missing full name; result must be Yes or No with name and date	OK

Row 25	If result is No, include reason for ineffectiveness and corrective action number	Data present when result is Yes	OK

In compliance is less then 50% show: “Review CA with your Manager”